



AUN/SEED-Net



Call for Application to Grant
For
Collaborative Education Program
Japanese Fiscal Year 2018

ASEAN University Network /
Southeast Asia Engineering Education Development Network (AUN/SEED-Net)

February 2018

Table of Contents

1. About AUN/SEED-Net
2. Conceptual Framework and Objectives of Collaborative Education Program
3. Composition of Consortium, Eligibility and Responsibility of Each Member
4. Academic Disciplines
5. SEED-Net Supporting Student
6. Grant Management of the Budget provided by SEED-Net Office
7. Financial Support (Expense Items and Ceiling Amount)
8. Commitment as the Consortium
9. Intellectual Property Rights (IPRs)
10. Application Process

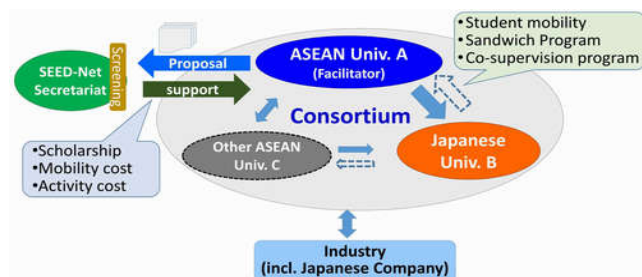
1. About AUN/SEED-Net

JICA project for ASEAN University Network/Southeast Asia Engineering Education Development Network (AUN/SEED-Net project) was established in 2001. With the support from Japanese Government through Japan International Cooperation Agency (JICA) the full-scale project operation of the project Phase 1, after 2 years of preparation, started in March 2003 for 5 years and was then followed by the project Phase 2 and 3. AUN/SEED-Net project has proved to be successful in strengthening university-industry relations, enhancing research capacities of academic staff in ASEAN Member Countries, and fostering a network of quality higher-education in engineering in the ASEAN region as evidenced by collaborative researches, academic staff exchanges, conferences, and papers published in the “ASEAN Engineering Journal” by higher degree participants (Master’s degree and/or Doctoral Degree) and academicians from Japan. Thus, the continuation of this program in Phase 4 will have the following objectives.

- I. Enhance education and research capacities of Member Institutions (MIs) through their collaboration among ASEAN and Japanese academia
- II. Strengthen industrial relations and applications
- III. Address developmental issues in ASEAN
- IV. Improve the quality of higher education through the expansion of ASEAN academic networks

2. Conceptual Framework and Objectives of Collaborative Education Program

- (1) Since the implementation of AUN/SEED-Net Project scholarship programs, research funds and sub-programs have been designed by AUN/SEED-Net Project Office (hereinafter, SEED-Net Office) to respond to the needs from Member Institutions. In Phase 4, the project management focus is shifted to a more flexible and beneficiary-oriented of member institutions for self-sustainability at the end of Phase 4 by means of the commencement of Collaborative Education Program (CEP).
- (2) CEP aims to provide sustainable education program to produce highly qualified young faculty staff of Member Institutions and highly skilled engineers with a Doctoral degree or a Masters’ degree in ten engineering fields which SEED-Net has supported in Phase 3.
- (3) CEP should be operated by the consortium consisting of Facilitating university (ASEAN University A) and Japanese University B as shown in the right figure, inclusive of ASEAN University C as another ASEAN country is strongly encouraged. Involvement of industry, especially Japanese company, is strongly recommended.



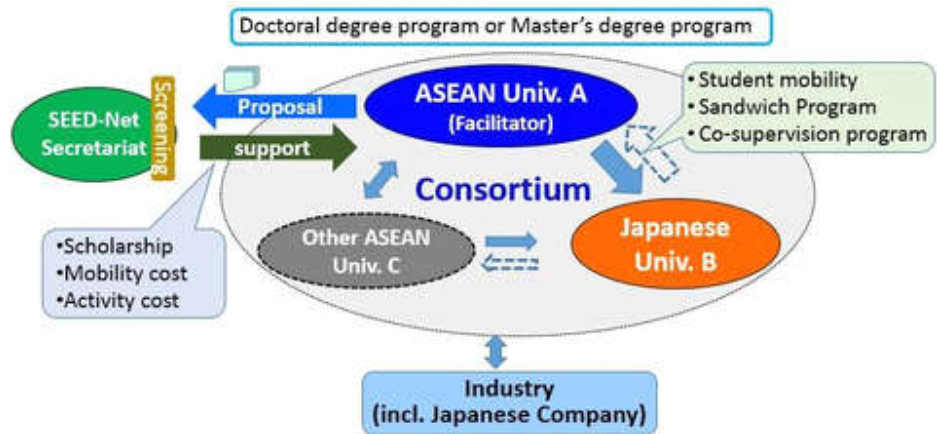
Existing AUN/SEED-Net Graduate Program simply requires the joint supervision of scholarship students by the academic supervisors of Host Institutions and those of Japanese Supporting Universities based on the individual agreement between them. In contrast, CEP will require an academic course management by the institutions formulating consortium. Each consortium consists of ASEAN University A as a leading program management agency, Japanese University B as a supporting agency to provide educational and research activity within the consortium, and ASEAN University C as a participating agency providing possible additional support to/within the consortium. ASEAN University A is required to clarify the objectives of the planned graduate programs or courses within the consortium, and the set objectives should focus on the needs from Member Institution within the consortium in terms of the quality of education and human resources development. It is expected that each program and/or course set by the consortium will have different course components, program duration, and outcomes. Due to the importance to promote the mobility of researchers among ASEAN countries and Japan, the consortium comprising ASEAN University A, Japanese University B and ASEAN University C is considered ideal and applications with such consortium to SEED-Net Office

will be handled with higher priority. The participation of private Japanese company in the consortium will be more advantageous to the selection process by SEED-Net Office.

- (4) The Consortium should guarantee to conduct the following activities for SEED-Net scholarship students
 - Student mobility similar to Sandwich program and
 - Joint education including joint supervision of scholarship students in the institution (faculty or department) by ASEAN University A and Japanese University B.
- (5) SEED-Net Office will select the successful consortium proposals to implement CEP with financial support from SEED-Net Office. The university which would like to be an ASEAN university A should send an application to SEED-Net Office, not by Japanese university B nor ASEAN university C. Eligible applicants for ASEAN university A are the AUN/SEED-Net member institutions as listed in Appendix 1 except ones in Singapore and Brunei.
- (6) All the programs/activities including recruiting/screening process and mobility program to Japan should be arranged/conducted by the Consortium.
- (7) Once selected as a successful consortium for CEP, SEED-Net Office guarantees to support the necessary budget for the CEP until the end of Phase 4. Regarding SEED-Net scholarship students who will be enrolled before the end of phase 4, SEED-Net Office will keep providing basic support, monthly allowance, insurance and laboratory fee for the period after the end of Project Phase 4.

3. Composition of Consortium, Eligibility and Responsibility of Each Member

Composition of Consortium



Requirement	Type of member	Eligibility	Responsibility
Compulsory	<p>ASEAN University A (Facilitating University) *</p> <p><i>Number of ASEAN University A: At least 1</i></p> <p>If more than 2 universities would like to take a role of ASEAN University A together, the main university among them to be responsible for budget management should be decided.</p>	<p>AUN/SEED-Net member institutions as listed in Appendix 1. (excluding MI in Singapore and Brunei)</p> <p>ASEAN University A must have institutional capacity to implement educational program and research for Doctoral/Masters' course for international students.</p> <p>The medium of instruction must be English.</p>	<p>ASEAN University A should take the initiative in all the activities/events under this CEP in Doctoral/Masters' course including</p> <ul style="list-style-type: none"> - Joint education including joint supervision of SEED-Net scholarship students with Japanese University B. - Student mobility similar to existing PhD Sandwich program - Arrangement of SEED-Net scholarship students' stay at Japanese university B in Japan - Recruiting/screening of SEED-Net scholarship students. (SEED-Net Office will not be involved in the recruiting/screening process nor arrangement of SEED-Net scholarship students' stay in Japan.) - other necessary activities/events under the CEP <p>As a leading institution of the consortium, ASEAN University A is asked to identify the needs of human resources development and modification of existing educational activities of ASEAN University C and other Member Institutions within the consortium in the field of engineering. ASEAN University A should clarify the objectives of the programs and/or courses, expected outcomes, program duration, required input of human resources, and indicators to be used for program evaluation.</p> <p>ASEAN University A should take full responsibility for making a contract with SEED-Net Office for required budget to implement the CEP to cover the cost for SEED-Net scholarship students' mobility to stay in Japan.</p> <p>After signing the contract by both ASEAN University A and SEED-Net Office, program fund will be provided from SEED-Net Office on a single fiscal-year basis.</p> <p>Accordingly, ASEAN University A has the responsibility to submit financial reports to SEED-Net Office regarding all the expenditure about the budget provided by SEED-Net Office. Please refer to Section 6 about basic financial regulations. Expendable items are mentioned in Section 7.</p>

*If a host institution of existing SEED-Net degree program applies for this CEP in the same engineering filed and the same course, and if it becomes the ASEAN University A at an awarded consortium, SEED-Net Office will not involve the university as the host intuition in the engineering filed and the course when recruiting new students in JFY2019 for the existing degree program. The university can accept new students in JFY2019 for this CEP.

Requirement	Type of member	Eligibility	Responsibility
Compulsory	<p>Japanese University B</p> <p><i>Number of Japanese University B:</i> At least 1</p>	<p>Any Japanese university located in Japan which has institutional capacity to implement educational program and research for Doctoral/Masters' course for international students.</p> <p>The medium of instruction must be English.</p> <p>University without an actual campus is not eligible.</p>	<p>Japanese University B should strongly support ASEAN University A to implement this CEP in Doctoral/Masters' course for</p> <ul style="list-style-type: none"> - Institution based joint education including joint supervision of SEED-Net scholarship students and - Student mobility to let SEED-Net scholarship students stay in Japan to conduct study/research at Japanese University B. <p>Japanese University B should issue at least 1(one) certificate for each SEED-Net student after accepting him/her for a mobility program in Japan.</p> <p>Japanese University B is expected to support ASEAN University A to identify the needs of human resources development and modification of existing educational activities of ASEAN University C and provide assistant.</p> <p>Japanese University B should also help ASEAN university A regarding all the receipts regarding expenditures for SEED-Net scholarship students' mobility program/activities in Japan.</p>
Recommended	<p>ASEAN University C in another ASEAN country</p> <p><i>Number of ASEAN University C:</i> No ceiling</p>	<p>University in another ASEAN country should be different from the country where ASEAN university A is located.</p> <p>University C is not necessary to be one of current SEED-Net member institutions.</p>	<p>Involvement of ASEAN University C is strongly recommended. ASEAN University C should help/support ASEAN University A and Japanese University B to implement the CEP.</p> <p>ASEAN University C should indicate the required institutional capacity in terms of education and research in the field of engineering, prioritized subjects and/or courses to receive assistance, and consistency with its own human resources development plan.</p> <p>Expected activities:</p> <ul style="list-style-type: none"> - SEED-Net scholarship students' mobility between ASEAN University A and ASEAN university C - Provision of visiting lecturers for specific topics which is beneficial to SEED-Net scholarship students - Other activities, if necessary.
Recommended	<p>Industry</p> <p><i>Number of industry:</i> No ceiling</p>	<p>Industry in Japan or ASEAN,</p> <p>Research Institution and Government Institutions in ASEAN countries and Japan</p>	<p>Involvement of industry into this CEP is recommended. Involvement of Japanese company is strongly recommended.</p> <p>Type of involvement: For example, support of Laboratory-Based Education(LBE), support of research budget (Cash or in-kind ones), accepting internship of SEED-Net scholarship students, joint research, endowed chair, provision of special lectures, etc.</p>

4. Academic Disciplines

Field of study that ASEAN university A provides under CEP should be within 10 engineering fields as listed in Appendix 1.

The department of Japanese university B and that of ASEAN University C are not necessary to be within the 10 engineering fields.

If Japanese University B belongs to one of 14 Japanese Supporting Universities of SEED-Net project, but the department or the faculty to be involved in the consortium is not (or under) the faculty of Engineering, the Dean of the Faculty of Engineering should endorse the application from ASEAN University A.

5. SEED-Net Supporting students

Financially supported students with the budget provided by SEED-Net Office under the CEP (hereinafter referred to as "SEED-Net student") are

- successful students who are selected by the awarded consortium as a result of a screening process.
- and student's nationality must not be Japanese, Singaporean, Bruneian nor the nationality of the country where University A is located.

Ongoing students at ASEAN university A at the time when the CEP starts at ASEAN university A are not eligible to be SEED-Net scholarship students.

6. Grant Management of the Budget provided by SEED-Net Office

6.1. Since JICA uses single-year budget system in accordance with Japanese government regulations, SEED-Net Office and ASEAN University A need to sign a contract every year for annual budget provided by SEED-Net Office, and the contract periods are as follows.

- Japanese fiscal year (JFY) 2018 (preparation year): from contract date (expected to start from around June 2018) to 15 March 2019.
(Japanese fiscal year starts from April and ends in March the following year.)
- The following years after JFY2018: from contract date (the earliest possible day after 1 April in the JFY) to 15 March next year (For example: contract period for JFY 2019 can be from 1 April 2019 to 15 March 2020.)

6.2. General regulations

- Budget allocation for JFY2018 should be based on the proposal submitted by ASEAN University A, but, after consortiums to be awarded are selected, details about budget allocation should be finalized between SEED-Net Office and ASEAN University A.
Budget allocation for the following years after JFY2018 should be discussed before a new JFY starts.
- ASEAN University A is responsible for the management of the budget provided by SEED-Net Office for the costs including those spent at Japanese university B and ASEAN University C.
- ASEAN University A is required to submit the Financial Reports to AUN/SEED-Net about the budget provided by SEED-Net Office for the costs including those spent at Japanese university B and ASEAN University C for
 - SEED-Net scholarship students' mobility program or researches and
 - Mobility of professors/lecturers within the consortium related to joint education including joint supervision of SEED-Net scholarship studentsThe financial report must be written in English.

There are 2 types of Financial Reports as follows:

- Interim report in the middle of JFY which submission deadline is no later than October
 - Financial report at the end of each JFY which submission deadline is no later than March 15
- ASEAN University A must refer to the official Financial Guidelines which will be released yearly basis.

Failure of submission of financial reports will result in subsequent disbursement being withheld and will lead to reconsideration of continuous support for the program.

- As for the remaining amount of budget of previous JFY, SEED-Net Office will adjust the budget in new JFY by offsetting the amount.
- Expenditure incurred before contract date and/or after 15 March cannot be claimed.
- Only official bank account of the university to which the ASEAN University A belongs, or equivalent, is applicable for budget transfer. Until the end of SEED-Net support budget should be managed by the ASEAN University A.

7. Financial Support (Expense Items and Ceiling Amounts)

Maximum number of new SEED-Net scholarship students/year	5 students/year
Maximum duration of stay in Japan as a mobility program/SEED-Net student	1 year in total/scholarship period The stay can be separated into a few short periods of time.

Expense items used for cost estimation of the total budget

The rates shown in the table below are for cost estimation of the total budget plan purpose.

The budget provided by SEED-Net Office cannot be used for any persons out of the consortium.

The budget cannot be used for meeting expenses

Expense item at ASEAN University A	Amount can be used from SEED-Net budget	Remarks
Tuition fee for SEED-Net scholarship students	Not available	Tuition fee should be waived, or other funds should be used for it.
Monthly allowance for SEED-Net scholarship students	US\$ 660/month (US\$22/day) as a ceiling amount.	It includes daily allowance, accommodation allowance and book allowance. Daily base rate should be applied for the duration less than a month.
Traveling Cost for SEED-Net scholarship students for mobility program	US\$ 2,000/ student/scholarship period	It is for mobility program to visit Japanese University A and ASEAN university C. Daily and accommodation allowance should not be included into this. Actual expense can be claimed.
Laboratory fee for SEED-Net scholarship students during the scholarship period.	US\$ 185/month/student fixed rate	Facility usage fee for student's research purpose. Research expense can be used from this budget. The advisor to each SEED-Net scholarship student is eligible to receive this fee. The fee MUST NOT be paid directly to each SEED-Net scholarship student. This fee is paid during the scholarship period, at most 2 years for the student at Master's course and at most 3 years for the student for Doctoral course.
Medical and life Insurance for SEED-Net scholarship students	About US\$ 230/year/student	Insurance should be the one covering when SEED-Net scholarship students are in Japan and other ASEAN countries. Actual expense can be claimed.

Outfit allowance and Language support fee	About US\$ 460/new student fixed rate	Only for new SEED-Net scholarship students. Only once in a SEED-Net scholarship period
Cost of travel expense and equipment for research purpose and joint education including joint supervision. Travel cost should be the one - to invite guest lecturers to ASEAN University A - to let SEED-Net student attend an academic conference.	US\$ 12,000/year as a ceiling amount Unit cost to invite 1 (one) guest lecture should NOT exceed US\$ 3,000/month including airfare	In the case of invitation of professors from Japanese University B, Japanese Professor Dispatch Program (JPDP, other SEED-Net scheme) can be used up to 2 professors/ JFY (Japanese fiscal year) if necessary.

Maximum Rate for Daily allowance and Accommodation allowance Unit: US\$

Destination	Japan or Singapore		Other ASEAN countries		Domestic (Only overnight stay)	
	Daily allowance	Accommodation allowance	Daily allowance	Accommodation allowance	Daily allowance	Accommodation allowance
Academic staff	35	120	30	90	15	70
SEED-Net scholarship students	-	.*	-	70	-	70

*It is encouraged that SEED-Net student's attendance in an academic conference in Japan is done during the period of the mobility program when he/she is staying in Japan.

In the case of equipment procurement, the ceiling amount is US\$ 3,000/unit and expenditure shall not be incurred in Japan.

Management Fee at University A	US\$ 5,000/year as a ceiling amount*	It can be provided until JFY 2022. Expected expense items are: - Honorarium for the administrative staff who are deeply involved into the operation of CEP. Rate defined by ASEAN University A is applied for it. - Honorarium for research assistants (RA) who help SEED-Net scholarship students' researches. Unit rate of the Honorarium for RA is defined in the part of "Honorarium for Research Assistant" in the following guideline.. http://www.seed-net.org/wp-content/uploads/2017/09/Temporary-Financial-Guidelines-for-CRCCRI-Application-JFY-2018_FINAL.pdf - Other necessary costs. - SEED-Net office will evaluate the reasonability of each cost, and discuss items and costs with ASEAN University A after consortiums to be awarded are selected.
--------------------------------	--------------------------------------	--

* If the total cost does not reach to the ceiling amount, the rest of amount can be used as the cost of travel expense and equipment for SEED-Net scholarship students' research and joint education /joint supervision of SEED-Net scholarship students.

Expense item at Japanese University B	Amount can be use from SEED-Net budget	Remarks
Tuition fee for SEED-Net scholarship students when he/she comes to Japanese university under the mobility program	Not available	Tuition fee should be waived, or other funds should be used for it.
Laboratory fee for SEED-Net scholarship students during the period when he/she is in Japan for mobility program.	US\$ 370/month/student as a ceiling amount.	Facility usage fee for student's research purpose spent at Japanese University B. Research expense can be used from this budget. The Japanese advisor to each SEED-Net scholarship student is eligible to receive this fee. The fee MUST NOT be paid directly to each SEED-Net scholarship student.
Monthly allowance for SEED-Net scholarship students when he/she is staying in Japan for mobility program	US\$ 800/month as a ceiling amount	During the stay in Japan, monthly allowance for SEED-Net student which is provided from University A shall not be cut. Accordingly, this monthly allowance in Japan is a supplementary support for living cost in Japan including accommodation allowance in Japan.

8. Commitment as the consortium

8.1. The Consortium should organize a board meeting to monitor the progress of the CEP at least once a year, and it is required to include representatives from following organizations as members of the board meeting.

- ASEAN University A
- Japanese university B
- SEED-Net Office
- ASEAN University C
- Industry involved into the activities of the consortium, if necessary

In JFY2018, it is expected to hold a board meeting twice a year, the first not later than 1 month after the awarded consortium is announced and the second in later half in JFY2018.

The board meeting of the consortium monitors the progress of program implementation covering the following issues:

(Evaluation of program management)

- Timing and implementation of planned activities in the designed course or program
- Financial management of the program fund
- Reviewing the effectiveness of the current program component and identifying its adjustment, if required
- Achievement in terms of institutional linkage (including linkage with private company or research institution)
- Implemented activities among Member Institutions in the consortium in terms of increasing the quality of education

(Evaluation of academic achievement)

- Reviewing and evaluation on the effectiveness of the program focusing on students' achievement and academic achievement described in Item 8.2.

In principle, academic, financial and logistic issues should be discussed and solved at this board meeting.

8.2. ASEAN University A is required to submit progress report to SEED-Net Office at least every six months.

It needs to include the following information;

- Students' achievements (including acquired skills to conduct research and understanding of precedence research)
- Academic achievements (including presentation at academic conference, publication on journal, distinguished research finding, and award)

Those should include the achievement under the mobility program, conducted at Japanese university B and other organizations or industry involved.

8.3. Members of the consortium agree that SEED-Net Office has the right to use photographs of the persons engaged in activities under the CEP for advertising or promotional purposes of PR and reporting without consent and permission in advance from such individuals.

8.4. If budget provided from SEED-Net Office is found to be improperly used or activities are improperly conducted, SEED-Net Office has the right to terminate the funding.

9. Intellectual Property Rights (IPRs)

A written agreement shall be made between the member universities in the consortium of a CEP and the other concerned parties who are involved in the CEP. Agreements must stipulate the following:

- 9.1. Rights and ownership to all intellectual property generated by research activities in the CEP, such as patents, trade secrets, and copyrights shall be vested on the member universities and other concerned parties involved.
- 9.2. Only by written consent of all parties involved in the research will allow SEED-Net Office and other SEED-Net member institutions to have the rights to use the research's IPRs for academic, network purposes, and publication.
- 9.3. The member universities and other concerned parties are expected to contribute a part of the revenue generated by the IPRs resulting from the fund to AUN/SEED-Net. Details shall be discussed and agreed upon among concerned parties.
- 9.4. The member universities shall bear full responsibility to make sure that any part of the activities or the outcomes produced by the CEP will not infringe upon the IPRs of other parties. In this regard, SEED-Net Office shall bear no responsibility for any disputes or claims on IPRs related to the CEP.

10. Application Process

Apply online at SEED-Net website by **April 1, 2018**. URL of the online application will be announced later in the middle of February 2018.

The online application must be accompanied with the following documents:

- **Letter of consent signed by the dean of faculty of engineering at a SEED-Net member institution that plans to be the ASEAN university A.**

The following matters should be clearly mentioned in the letter.

- Take initiative to lead the consortium of the CEP and fulfill duties of ASEAN University A including the one related financial matters.

- Information about responsible department which is to conduct the CEP.

The general information about prospective advisors, their curricula vitae and research achievements, should also be attached.

If the prospective department to implement the CEP is not under the faculty of engineering, letter of consent signed by the dean of responsible faculty which includes the department is also necessary.

- **Letter of consent signed by the Japanese university that plans to play a role as the Japanese university B. Signature of the Dean of the faculty, which has the department to be involved into the CEP, is necessary**

The following items should be clearly mentioned in the letter.

- Information about responsible department which is involved into the CEP. Letter of consent signed by the head of the department is also necessary.

- Joint education conduct including joint supervision by joining the consortium for the CEP initiated by ASEAN university A

- Acceptance of SEED-Net scholarship students for mobility program and issue at least one certificate after each student successfully finish the program.

The general information about prospective Japanese advisors who will conduct joint education including joint supervision should also be attached together with their curricula vitae and research achievements.

If the prospective department to join the CEP is not under the faculty of engineering, dean of responsible faculty which include the department is also necessary.

If Japanese university B belongs to one of 14 Japanese supporting universities of SEED-Net and the department to be involved in this CEP is not under the faculty of Engineering, the endorsement letter of the dean of the faculty of engineering of Japanese university B should be attached when an applicant for ASEAN university A send the application form.

- **Details of the Screening process to select successful students**
- **Details of the examining methods to confer a degree to student**
- **Credit transfer system between ASEAN university A and Japanese university B should be described if credit transfer is necessary to confer a degree.**
- **Details about how to evaluate the academic performance of a student, and consistency in the evaluating system in both ASEAN University A and Japanese University B.**
- **Information about syllabus to conduct joint education including joint supervision between ASEAN University A and Japanese University B**
- **Content of a certificate issued by Japanese university B to be provided to SEED-Net scholarship students**

□ **Budget plan for JFY 2018 and JFY 2019**

When we announce the URL of the online application, the designated Excel form for the budget plan will also be provided. Please use the form to fill in the information.

The following information should be clearly written in the plan.

- Amounts for expense items defined in “7. Financial support (expense items and ceiling amounts)” should be mentioned.

□ **(Optional): Letter from industry certifying collaboration and support**

The following information should be clearly mentioned in the letter.

- Type of involvement into the CEP initiated by ASEAN university A.
- Content of the support for the CEP.

□ **(Optional): Letter of consent signed by the department head of ASEAN university C**

The following information should be clearly mentioned in the letter.

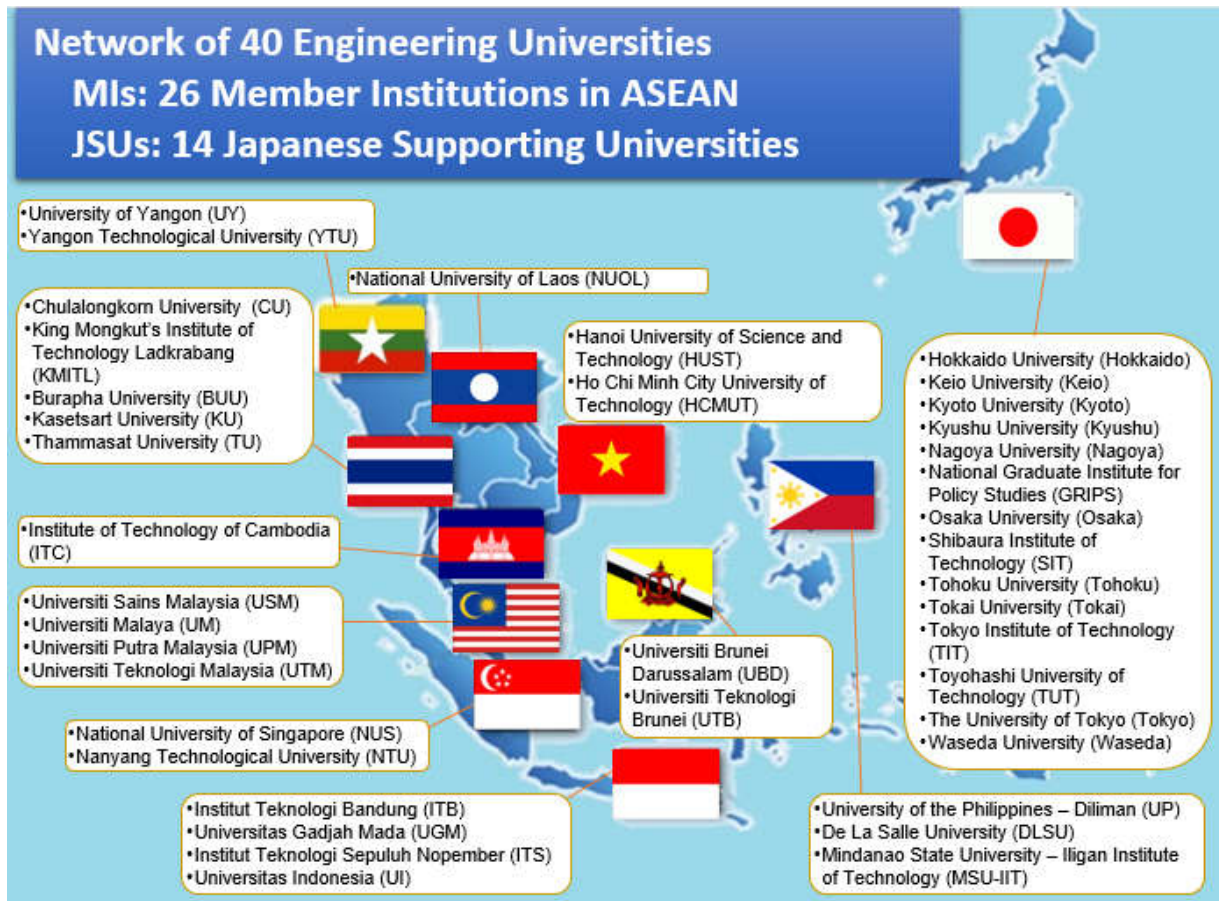
- Type of involvement into the CEP initiated by ASEAN university A

The general information about professors/lecturers who will be involved into the CEP should also be attached together with their curricula vitae and research achievements.

For inquiries please send an email to info@aun-seed.net

Appendix 1

List of Member Institutions (MIs) and Japanese Supporting Universities (JSUs)



List of 10 Engineering Fields

- Chemical Engineering (ChE)
- Civil Engineering (CE)
- Computer and Information Engineering (CIE)
- Electrical and Electronics Engineering (EEE)
- Energy Engineering (EneE)
- Environmental Engineering (EnvE)
- Geological and Geo-Resource Engineering (GeoE)
- Materials Engineering (MatE)
- Mechanical and Manufacturing Engineering (ME/Manu)
- Natural Disaster (ND)